

**Erie County Department of Mental Health
HUD Grant Policy and Procedures**

Title: Service Planning

No. 4.0

Applicability: S+C and SHP Projects

Date Issued: 11/18/15

Reference: SHP/S+C Desk Guides

PURPOSE: To establish the minimum requirements for SHP/S+C Service Plan documentation.

PROCEDURE:

1. Each case record will include a service plan that is established within the first 30 days of admission to the program. (See sample form attached)
2. Each service plan should describe the consumer-identified goals of participation in the program, the date established and the target date for completion. Each plan should also include the signature of the consumer indicating participation in the service planning process. Family/significant others and additional service provider participation should also be indicated on the service plan where applicable.
3. Each goal should delineate the objectives and tasks required. Goals should include target dates for completion.
4. Goals and objectives should be revised and modified as needed and as progress is made toward goal achievement
5. All service plans should be reviewed on a regular basis but no less than annually.
6. At a minimum, service plans should cover, but not be limited to the following life areas:
 - a. Housing/Community Living
 - b. Mental Health/Substance Abuse Services
 - c. Wellness Management
 - d. Self-Sufficiency (i.e. Employment/Education, access to mainstream resources)
7. Goals and objectives should be coordinated with other service providers where applicable and every effort should be made to include a copy of the Care Coordination Individualized Service (for CCP enrolled consumers) to describe the roles of the Housing Case Management staff vs. Care Coordination Teams in assisting the individual to reach their goals.